

EX PARTE COMMUNICATION POLICY

Members of the City Council, City Boards or Commissions, and City employees, agents and representatives shall not engage in any ex parte communication with any member of a Board or Commission regarding any quasi judicial matter pending, or reasonably expected to come, before that member's Board or Commission.

For purposes of this policy, the term ex parte communication shall mean any oral or written communication directed to a member which is intended, or is reasonably calculated, to influence the member's decision on any quasi judicial matter but does not include communications between members during deliberations preliminary to decision or communications where all interested parties or their representatives are present. The term quasi judicial matter shall mean the appeal of any discipline imposed on any City employee, the appeal of any grievance filed by a City employee or employee association, or a proceeding to revoke any license, permit or approval granted by the City Council, any Board or Commission, or any City employee and which is pending, or is reasonably expected to come, before any City Board or Commission.

The provisions of this policy do not apply to ex parte communications between City employees and any member of a Board or Commission regarding a quasi judicial matter which has been submitted to, or can reasonably be expected to be heard by, the Board or Commission when the ex parte communication is initiated by the member and requests only background information available to members of the general public.

Adopted - November 10, 1997